

Print This Form...

Clear Form

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

2020 MAR -2 PM 5:20

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Kristen Adrienne Johnson

Employing Office/Committee: Office of Senator Tom Cotton

Travel Expenses Paid by (List all sources): Hudson Institute

Travel Date(s): June 30 - July 7 2018

Description/Title of Attached Forms: Substantiating Paperwork for trip.

Purpose of Amendment (describe the reason for amending original submission): Required by Senate Ethics Committee.

03/02/2020

(Date)

Kristen A. Johnson  
(Signature of Traveler)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Kristen Adrienne Johnson

Employing Office/Committee: Office of Senator Tom Cotton

Private Sponsor(s) (list all): Hudson Institute

Travel date(s): 06/30/18 - 07/07/18

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Vilnius, Lithuania; Riga, Latvia; and Tallinn, Estonia

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a defense legislative assistant for Senator Tom Cotton, my portfolio includes military and defense affairs. Understand security issues in the Baltic region is critical to my job as the issues arise in the National Defense Authorization Act every year, the United States is a part of NATO (and these issues will be discussed at the upcoming NATO summit so I will be critical to have background to advise the Senator), and Russia currently presents a threat to these countries (understanding and being able to find ways to mitigate the Russian threat to the United States and our partners and allies is also a critical component of my job).

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

06/07/18  
(Date)

Kristen A. Johnson  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tom Cotton hereby authorize Kristen Adrienne Johnson  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

06/07/18  
(Date)

Tom Cotton  
(Signature of Supervising Senator/Officer)

0000000000

**o: 202-974-2437**

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): Hudson Institute
  2. Description of the trip: A trip for Congressional staff members to visit the Baltic states and meet with government officials, think tank experts, & others to strengthen knowledge of regional security threats
  3. Dates of travel: June 30th to July 7th 2018
  4. Place of travel: Vilnius (Lithuania), Riga (Latvia), Tallinn (Estonia)
  5. Name and title of Senate invitees: See attached addendum
  6. I *certify* that the trip fits one of the following categories:
    - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - OR -
    - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - AND -
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**[OR]**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**[OR]**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

---

---

---

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Hudson is solely responsible for organizing the trip, inviting staff members, and leading the delegation.

Hudson is also solely responsible for creating the agenda and itinerary for the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The interest in the subject matter comes from Hudson's mission of promoting American

leadership and global engagement. This trip will educate Hill staff on current security and foreign policy

challenges in the region, and help strengthen US-Baltics ties.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Hudson has no prior history of sponsoring congressional trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Hudson Institute regularly hosts talks, participates in conferences, and briefs government officials.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input type="checkbox"/> Good Faith estimate	\$3,355.90	\$886.14	\$572.00	None
<input type="checkbox"/> Actual Amounts	SEE ADDENDUM FOR ADDITIONAL DETAIL Actual amount	SEE ADDENDUM FOR ADDITIONAL DETAIL Actual amount	SEE ADDENDUM FOR ADDITIONAL DETAIL Good faith estimate	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Hudson believes it is important to raise awareness of activities occurring in the Baltics for foreign policy leaders, and Hudson especially sees the Baltics as a pivotal area in relation to defense.

19. Name and location of hotel or other lodging facility:

Vilnius: Radisson Blu Royal Astorijs (Didzioji, 35/2 1128); Riga: Radisson Blu (Elizabetes str 73, LV-1050)

Tallinn: Nordic Hotel Forum (Viru väljak 3, 10111)

20. Reason(s) for selecting hotel or other lodging facility:

All three hotels were selected because of their central location, prices within Federal Government per diem rate, and comfortable accommodation.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

See addendum to question 21.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class airfare from DC to Vilnius, Vilnius to Riga, Riga to Tallinn, & Tallinn to DC

Ground transport services will include local taxis and rideshare (standard Uber services).

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Mitchell Tu

Name and Title: Mitchell Tu, Executive Asisstant to the President, Hudson Institute

Name of Organization: Hudson Institute

Address: 1201 Pennsylvania Avenue NW, Suite 400, Washington DC, 20004

Telephone Number: 202-974-6440

Fax Number: N/A

E-mail Address: mtu@hudson.org

10  
99  
99  
99  
99  
99  
99  
99  
99  
99  
99

Hudson Baltics trip, 6/30-7/7 2018

Addendum to question 21

**Vilnius, Lithuania**

In Lithuania, the actual lodging expenses of \$188.49 (€160 per night), fall below the maximum \$200 per diem nightly rate for Vilnius. The good faith estimates for meal expenses in Vilnius, \$101, fall below the maximum meal and incidental (M&I) per diem rate of \$126.

**Riga, Latvia**

In Latvia, the actual lodging expenses per night are \$119.04 (€101 per night), fall below the maximum \$180 per diem lodging rate in Riga. The good faith estimates for meal expenses in Riga, \$90, fall below the maximum meal and incidental (M&I) per diem rate of \$113.

**Tallinn, Estonia**

In Estonia, the actual lodging expenses per night are \$135.54 (€115 per night), fall below the maximum \$140 per diem lodging rate. The good faith estimates for meal expenses in Tallinn, \$95, fall below the maximum meal and incidental (M&I) per diem rate of \$118.

10  
00  
00  
00  
00  
00  
00  
00  
00  
00  
00



## **Hudson Institute Study Trip to the Baltics**

June 30-July 7, 2018

### **Congressional Staff Invitee List:**

#### ***SENATE***

Sean McClintock, Military Fellow, Office of Sen Tom Cotton

Kristen Johnson, Military Legislative Assistant, Office of Sen. Tom Cotton

Tom Mancinelli, National Security Advisor, Office of Sen Chris Coons

Ryan Doherty, Policy Advisor, Office of Sen. Chris Coons

Mark Libell, Legislative Director, Office of Sen. Doug Jones

Caroline Wadhams, Senior Policy Advisor, Office of Sen. Mark Warner

Stephen Smith, Military Legislative Assistant, Office of Sen. Angus King

Brad Bowman, National Security Advisor, Office of Sen. Todd Young

Igor Khrestin, Legislative Assistant, Office of Sen. Cory Gardner

Chris Socha, Senior Policy Advisor, Office of Sen. Jim Risch

Stephen Ham, Defense Policy Advisor, Office of Sen. Ben Cardin

Damian Murphy, Senior Professional Staff Member, Senate Committee on Foreign Relations

#### ***HOUSE***

J.Z. Golden, Military Legislative Assistant, Office of Rep. Rick Larsen

Max Huntley, Legislative Aide, Office of Rep. Rob Wittman

Jason Knox, Navy Fellow, Office of Rep. Mike Gallagher

Patrick Hester, Senior Legislative Assistant, Office of Rep. Elise Stefanik

Kate Chiucchini, Legislative Assistant, Office of Rep. Kathleen Rice

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100

